

Job Description

We are looking for an Accounting Operations Specialist to join our team. We are seeking a highly motivated and detail oriented Operations Specialist. This is a fast-paced position and no two days are alike. The position will include regular and recurring functions that support overall bank operations. Must be a flexible team player and must have strong time-management skills. Must comply with all Bank policies and procedures, as well as applicable state and federal banking regulations. Preference given to candidates with previous deposit operations experience.

Duties and Responsibilities:

- Monitor and process ACH batches
- Track ACH activity and exposure limits
- Research ACH transactions
- Review and process large dollar returns
- Process incoming and outgoing wires
- Upload wire activity to fraud monitoring system
- Process daily overdraft and exception items
- Process non-post, chargebacks, stop payment suspects, kiting, and uncollected
- Review fraud alerts
- Research and process Reg E/ACH disputes
- Research and process legal notices
- Balance general ledger accounts
- Process Accounts Payable
- Handle internal and external customer inquiries professionally and with a high sense of urgency
- Assist with preparing Board Package and distributing to Directors
- Ordering supplies for the entire bank
- Answering main phone line and transferring calls
- Other duties as assigned

Qualifications:

- Minimum 2 years of previous banking/deposit operations experience
- Knowledge of bank regulations
- Ability to multi-task, prioritize and work efficiently

- Excellent communication skills with all staffing levels and clients/customers
- Ability to work with all levels of management
- Handle confidential information appropriately
- Regular and predictable attendance and punctuality
- Ability to work independently, self-starter, energetic
- Problem solving skills
- Ability to demonstrate good common sense and sound judgment
- Flexibility to adapt to all situations and work varied hours
- Demonstrate a commitment to continuous learning and ability to adapt to changing demands and requirements
- Adept with technology and highly proficient with Microsoft Word and Excel

Benefits Available:

- Medical, Dental, Vision
- 401k
- Vacation/Sick

Equal Opportunity Employer

Job Types: Full-time, Monday-Friday 8:15am-5:00pm

If you are interested in applying for this position, please email your resume and cover letter to Leticia Gans at LGans@peoplefirstbank.com